

November 7, 2012

REQUEST FOR INFORMATION

CLEAN AND SOBER HOUSE FOR ADULT MALE AND FEMALE INMATES IN KONA, HAWAII RFI No. PSD 13-COR-17

The Department of Public Safety, Corrections' Institutions Division, is requesting information from qualified applicants to provide a clean and sober house for adult male and female sentenced felon inmates transitioning from incarceration at the Hawaii Community Correctional Center (HCCC) to up to 50 (per year) extended furlough, community custody status, in Kona, Hawaii. The initial contract term will be from **March 1, 2013 through February 28, 2015**, with the option to extend for one additional twelve month period or portions thereof, subject to the availability of funds, satisfactory performance of the Service Provider and prior written mutual consent. Multiple contracts may be awarded under this request for proposals.

The adult male and female inmates who will be referred to this clean and sober house will be sentenced felons who are approaching release from incarceration and transitioning back into the community, and are on an extended furlough, community custody status. The Service Provider shall provide 24-hours/day, 7 days/week clean and sober house living arrangements and on-site accountability supervision of inmates and case management services to include reentry referral services and reentry referral services to include cognitive restructuring, substance abuse (e.g. relapse prevention), vocation/employment services, family therapy, health care, mental health, domestic violence and sexual abuse services, transportation and housing assistance.

The Institutions Division will conduct a non-mandatory orientation on **November 21, 2012** from **11:00 a.m. to its conclusion or 1:00 p.m.**, HST, at 919 Ala Moana Boulevard, Room 400, Honolulu, Hawaii 96814 or **prospective applicants may call in at 1 (605) 475-4000, when prompted for the Participant Access Code, enter 479236#**. All prospective applicants are encouraged to attend the orientation.

PSD-ID will be accepting providers' comments regarding the scope of work, the RFP requirements, and written descriptions of the range and types of services the respondents are able to provide up to **November 27, 2012 at 4:30 PM** at PSD-ASO/PC, 919 Ala Moana Boulevard, Room 413, Honolulu, Hawaii 96814, or via facsimile at (808) 587-1244 or e-mail at marc.s.yamamoto@hawaii.gov.

Please note that participation in this RFI process is optional, and is not required in order to respond to any subsequent procurement by the Department. **Neither the Department nor the interested party has any obligation under this RFI.**

Section 2

Service Specifications

I. Introduction

A. Overview, purpose or need

This purpose of this project is to provide a clean and sober house for up to 50 (per year) adult male and female sentenced felon inmates transitioning from incarceration at the HCCC to extended furlough, community custody status, in Kona, Hawaii. The Service Provider shall provide case management services to include 24-hours/day, 7 days/week clean and sober house living arrangements and on-site accountability supervision of inmates and reentry referral services. Reentry referral services to include cognitive restructuring, substance abuse (e.g. relapse prevention), vocation/employment services, family therapy, health care, mental health, domestic violence and sexual abuse services, transportation and housing assistance.

The purpose of the project is to successfully reintegrate these inmates through a clean and sober house that will reduce the chances of re-offending while enhancing the inmates' ability to become a productive member of society.

B. Planning activities conducted in preparation for this RFP

This is a new service, the RFI process is part of the planning activity.

C. Description of the goals of the service

The goals of the service for the clean and sober house for adult male and female inmates are the development of necessary skills for pro-social independent living and to promote a drug free lifestyle. The clean and sober house will provide 24-hours/day, 7days/week clean and sober house living arrangements and on-site accountability supervision of inmates and case management to include reentry referral services. Reentry referral services to include cognitive restructuring, substance abuse (e.g. relapse prevention), vocation/employment services, family therapy, health care, mental health, domestic violence and sexual abuse services, transportation and housing assistance.

D. Description of the target population to be served

Adult male and female sentenced felon inmates, who have met the requirements for extended furlough, community custody status.

The Service Provider will be required to accept inmates who have been assessed and referred by HCCC's Case Manager as being appropriate for, or in need, of clean and sober house services unless the Service Provider presents the Department with justifiable reason that a particular inmate should not be accepted into the program. The Department will make the final determination.

E. Geographic coverage of service

The clean and sober house shall be provided in Kona, Hawaii.

F. Probable funding amounts, source, and period of availability

The funding available for services under this RFP is approximately \$100,000 for the first year of the contract, and \$100,000 for the 2nd year of the contract.

II. General Requirements

A. Specific qualifications or requirements, including but not limited to licensure or accreditation

1. Service Provider shall be a profit corporation under the laws of the State of Hawaii or non-profit organization determined by the Internal Revenue Services to be exempt from the federal income tax.
2. If a non-profit corporation, Service Provider must have a governing board whose members have no material conflict or interest and serve without compensation.
3. Service Provider must have by-laws or policies that describe the manner in which business is conducted and policies that relate to nepotism and management of potential conflict of interest situations.
4. Service Provider must have a minimum of one year of successful experience in dealing with inmates and their families.

5. To those agencies that do not meet the one-year experience requirement, an exception can be made. The request for an exception shall include at a minimum a discussion of the following:
 - a. The reasons why the exception is being requested (i.e., the reasons why the organization does not meet the one year experience requirement, the service for which funds are being requested is a new services, etc.)
 - b. The qualifications and experience of the organization in providing services for other related state programs in the past.
 - c. Description of the activities performed to date and accompanying statistical data.
6. Monitor inmates' behavior to ensure compliance with all State and Federal Laws and the rules and regulations of the Department.
7. Comply with the Standards for Community Residential Programs of the American Correctional Association (ACA).
8. Comply with the State of Hawaii Codes and Regulations (i.e., Fire Code, Health Care, etc.).

B. Secondary purchaser participation

(Refer to HAR Section 3-143-608)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases: No planned secondary purchases.

C. Multiple or alternate proposals

(Refer to HAR Section 3-143-605)

☐ Allowed ☒ Unallowed

D. Single or multiple contracts to be awarded

(Refer to HAR Section 3-143-206)

☐ Single ☐ Multiple ☒ Single & Multiple

Criteria for multiple awards:

1. Program services provided;
2. Number of bed space available; and
3. Bed day cost per inmate.

E. Single or multi-term contracts to be awarded
(Refer to HAR Section 3-149-302)

☐ Single term (2 years or less) ☒ Multi-term (more than 2 years)

Contract terms:

Initial term of contract: March 1, 2013 to February 28, 2015

Length of each extension: Twelve months

Number of possible extensions: One

Maximum length of contract: Three years

The initial period shall commence on the contract start date or Notice to Proceed, whichever is later.

Conditions for extension: Extensions are subject to: the availability of funds; satisfactory performance of the provider to scope of services herein, and upon prior mutual agreement in writing.

F. RFP contact person

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the successful provider(s). Written questions should be submitted to the RFP contact person and received by the day and time specified in Section 1, paragraph I (Procurement Timetable) of this RFP.

Marc Yamamoto
Department of Public Safety
Administrative Services Office – Purchasing and Contracts
919 Ala Moana Blvd., Room 413
Honolulu, Hawaii 96814

Phone (808) 587-1215 Fax (808) 587-1244

III. Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities

(Minimum and/or mandatory tasks and responsibilities)

1. Service Provider shall have an appropriate clean and sober house setting.
2. Service Provider shall have 24 hours/day, 7 days/week clean and sober house living arrangements and on-site accountability supervision of inmates.
3. Service Provider shall be required to accept inmates who have been assessed by the Department (e.g. HCCC's Case Manager) as being appropriate for services, unless the Service Provider presents to the Department, justifiable reason that an inmate should not be accepted into the program. The Department will have the final decision.
4. The Department shall have the opportunity to recommend reentry referral services to the Service Provider for the inmate referred. The Department will have the final decision as to whether an inmate will continue to receive referral services or be terminated from receiving those referral services.
5. Service Provider shall have case management services and referrals for reentry referral services through group or individual case management to address inmate needs in areas such as substance abuse (e.g. relapse prevention), vocation/employment services, family therapy, health care, mental health, domestic violence and sexual abuse services, transportation and housing assistance.
6. Service Provider shall promptly report all negative behaviors (e.g. clean and sober house violations, criminal activity, etc.) to the Department.
7. Service Provider shall have a clean and sober house where the inmates may have onsite access to a telephone, kitchen to prepare meals, washing machine and laundry lines or dryer to do laundry.

8. Service Provider shall a clean and sober house with separate buildings for male and female inmates. If separate buildings are unfeasible, explain how male and female inmate contact will be kept to a minimum while living in the same dwelling space.
9. Enable the inmates to engage in meaningful leisure, social and recreation activities.
10. Service Provider shall have case management services in coordination with the Department, maintain case records and provide periodic or as requested, reports and evaluations to the Department.
11. Service Provider shall have case management services that monitors the reintegration process of the inmate from the clean and sober house to independent living.
12. Service Provider shall have case management services that assist inmates with personal budgeting (e.g. opening bank accounts), to ensure that they have a viable plan to meet their financial obligations (e.g. rent) and accumulate savings for use after release from incarceration.
13. Service Provider shall allow inmates with personal health insurance to secure personal medical services with the approval of the Department.
14. Service Provider shall have timely intervention when warranted, assistance with family matters and assistance in adjusting to independent living in the community.
15. Service Provider shall assist inmates in developing skills necessary for successful reintegration into the community.
16. Service Provider shall monitor the inmates living to ensure their compliance with established conditions of the furlough agreement and treatment plans.
17. Service Provider shall establish house rules (e.g. curfew, no alcohol, etc.) that are approved by the Department.
18. Service Provider shall have rules for the establishment (e.g. explanation for what deposit covers if deposit is requested,

refundable deposit, length of stay for an inmate, etc.) that are approved by the Department.

19. The Department shall pay the deposit and first month's rent for the inmate. The Department may pay an additional two months rent for the inmate, upon a justification and request submitted by the Service Provider, and the Department's approval.

B. Management Requirements (Minimum and/or mandatory requirements)

1. Personnel

The Service Provider and/or Sub-Provider shall notify each of its employees as well as employees of any subcontractors, who provide services to any person committed to the custody of the Director of Public Safety for imprisonment pursuant to Chapter 706, including a probationer serving a term of imprisonment pursuant to Section 706-624(2)(a) and a misdemeanor or petty misdemeanor sentenced pursuant to Section 706-663, of the Hawaii Revised Statute, Section 707-731, Sexual assault in the second degree and Section 707-732, Sexual assault in the third degree. In addition the Service Provider and any subcontractor shall maintain a copy of the aforementioned statutes and shall maintain in each of the aforementioned employees and employees of any subcontractors' file written documentation that the employee has received notice of the statutes.

Due to the inmates under this contract being under the jurisdiction of the Department of Public Safety, the Service Provider shall employ staff that is suitable to deal with these inmates. The Service Provider or Sub-Provider shall not hire persons currently serving a criminal sentence (i.e., on furlough from a correctional facility, on probation, on parole, or under the terms of a DAG/DANC plea). Any employee with a criminal history shall be subject to review and approval by the Department. The Department will review and agree to the employment of Service Provider's staff and sub-providers in writing. The Department of Public Safety shall agree any changes to staff and/or sub-providers in writing.

Service Provider shall keep the Department informed of the staff to inmate ratio (e.g. 1 staff to 20 inmates).

2. Administrative

- a. Service Provider must operate their program in accordance with the rules, regulations, and policies of the Department of Public Safety.
- b. The Service Provider must have the ability to supervise, train, and provide administrative direction relative to the delivery of services.
- c. The Service Provider and/or Sub-Provider shall inform and educate their employees of all Hawaii Revised Statutes that have reference to the delivery of services for the inmates committed to the custody of the Director of Public Safety (PSD).

3. Quality assurance and evaluation specifications

The Department's Institutions Division Administrator or designee will monitor the Service Provider's compliance with the service specification mandates and evaluate the services performed. The Institutions Division Administrator, who may suspend or terminate the services under the provisions of this contract, shall evaluate unacceptable practices or deviation from the service specifications. Prior to such suspension of the contract by the Administrator, the Service Provider shall be allowed to make every effort to correct any perceived discrepancies and shall be given reasonable time to do so. The Institutions Division Administrator shall determine reasonable time.

4. Output and performance/outcome measurements

Applicant shall provide a detailed description of its outcome evaluation and measures of effectiveness and should include, but not limited to:

- Number of inmates accepted into the clean and sober house.
- Number of inmates referred to each service component.
- Number of inmates successfully completed each service component.
- Number of inmates dropped out of each service component.
- Number of inmates terminated from the program due to misconducts (e.g. curfew violations, fighting etc).
- Number of inmates terminated due to criminal offense.

- Number of inmates who found permanent housing.
- Number of inmates who found stable employment.
- Of the inmates who leave the clean and sober house, what percentage of inmates remained arrest-free. Conviction-free.

Long term measures of success include recidivism rates and adjustment in the community. However, Service Providers will not be evaluated on measures that occur outside of the contract period.

5. Experience

The applicant must demonstrate a minimum of one year experience in operating a clean and sober house for adult male and female inmates.

The applicant must demonstrate experience in training staff to work with male and female inmates.

The applicant must demonstrate that all current staff meets any licensing and or credential requirements.

The applicant must demonstrate experience in integrated case management with other employment services, educational institutions and social service agencies.

6. Coordination of services

The applicant must demonstrate experience in coordinating services with social service agencies for assisting inmates with employment (e.g. Division of Vocational Rehabilitation, the Department of Labor Workforce Development, Labor Union training programs, etc.), health (e.g. Department of Health, etc.), transportation (e.g. Hele-On Bus, etc.), housing (e.g. Housing and Urban Development), etc.

The applicant must demonstrate the ability to coordinate program activities, appointments and interviews with correctional case manager, security staff, parole officers, and community-based offender treatment programs.

7. Reporting requirements for program and fiscal data

On the first working day of each month, the Service Provider will be required to fax to the HCCC Case Manager the monthly list of the following:

- a) Case Management reports filed separately from billings and marked "confidential" and forwarded to the HCCC Case Manager's office.
- b) Monthly reports to the Department detailing its expenditures, operational activities, progress and problems. Attached to each report shall be an Attendance Sheet that will include:
 - The date and time an inmate checked in for services and terminated services at the clean and sober house setting.
 - A roster of inmates who entered and exited the clean and sober house setting.
 - A signed copy of the Attendance Sheet by Service Provider as to accuracy and authenticity.
- c) Monthly activity reports, in a format to be approved by the Department, no later than the 10th of each month, unless otherwise specified by the Department.
- d) Quarterly line item expenditure reports, in a format to be approved by the Department, no later than 30 days after the close of each fiscal quarter.
- e) Report of any knowledge of criminal activity by an inmate, whether potential or actual, to the Department in accordance with agreed upon procedures.

C. Facilities

The Service Provider shall provide a description of the facility(s) and site that will be used to meet the clean and sober house needs of the inmates.

IV. COMPENSATION AND METHOD OF PAYMENT

A. Pricing structure or pricing methodology to be used

Pricing shall be based on unit of service pricing structure. The pricing shall include all taxes, shall be the all-inclusive cost to the State, and no other charges will be honored.

B. Units of service and unit rate

The Unit of Service and Unit rate shall be based on price per bed per day for clean and sober house services. Deposits or other related fees should be included.

The day rate for clean and sober house beds will be contingent on availability of funds also from unused bed days from the over-all program budget set forth by the Department. The ability to provide services will be dependent upon the ability to charge the specific dollar amount per day from the program budget.

C. Method of compensation and payment

Payment to the Service Provider shall be made on a reimbursement basis for direct services upon receipt of the original invoice and three copies no later than 30 days after the last session for the month